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8 APR 1960

The most significant contributions made by the Management Staff from 1 October 1959 through 31 March 1960 were as follows:

1. a. Completed studies in RID/DDP which resulted in the elimination of two duplicating functions and eight positions in the Processing Branch and the extension of work measurement to two additional sections.
- b. Assisted WH Division in setting up new branch by preparing office and chartroom layouts, workflow charts, functional statements for key personnel and requirements for manpower, space, equipment and communications, and by installing simplified logging and filing procedures.
- c. Updated requirements of Agency intelligence officers upon the IBM equipment of OCR, resulting in the elimination of 62 marginal and obsolete reports and 264,800 IBM cards, a decrease in frequency of reports and an improvement in service.
- d. Installed 33 improved procedures in [] field and headquarters logistics operations.
- e. Installed new staffing complement for Photographic Intelligence Center, to carry out recommendations for combining overlapping functions, eliminating duplication of effort and strengthening technical direction.
2. a. Established need for a special group in the DD/I Area to study automation problems resulting in setting up the Automation Staff in the Office of the DD/I.
- b. Directed the pre-installation program for the RCA 501 Computer system (to become operational on 1 October 1960), including the writing and de-bugging of computer programs, solving problems of space, security and safety and arranging for special training.
3. Directed a microfilming project and conducted a records management survey for the [] and ancillary bases. Absorbed a substantial increase in Records Center activity (due largely to assuming responsibility for servicing DD/P records) with no increase in personnel. Released \$60,400

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worth of filing equipment and 3,000 sq. ft. of storage space as a result of equipment surveys, use of open shelving, and relocation of vital materials from the Repository to the Records Center building.

4. The Suggestion Awards Committee adopted 62 employee suggestions, 51 of which were awarded cash totalling \$3,810 with net first year tangible savings of \$35,951 plus intangible benefits, and 11 were awarded letters of appreciation.
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